

School Staff Training Checklist

Project Goal:

- **Individual Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members (administrators, teachers, office staff, maintenance staff, bus drivers, etc.)
- **Group Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members per school nurse

Preparation:

☐ If presenting to coaches,

Option 1:

- Review the “Winning with Asthma” program at <http://www.winningwithasthma.org>
- Contact William Biskupiak (see contact information below) to obtain clipboard packets
- Obtain pre- and post-tests and the sample PowerPoint presentation from <http://www.dphhs.mt.gov/publichealth/asthma/schoolnurse.shtml>
- Modify the appropriate sample PowerPoint presentation to meet your own needs
- Schedule training time(s), in consultation with participants
- Distribute clipboard packets
- Administer and collect pre-tests
- Give the presentation
- Administer and collect the post-tests

or

Option 2:

- Review the “Winning with Asthma” program at <http://www.winningwithasthma.org>
- Contact William Biskupiak (see contact information below) to obtain clipboard packets and a DVD of the “Exercise-Induced Asthma” training video
- Obtain pre- and post-tests and the sample PowerPoint presentation from <http://www.dphhs.mt.gov/publichealth/asthma/schoolnurse.shtml>
- Schedule training time(s), in consultation with participants
- Distribute clipboard packets
- Administer and collect pre-tests
- Show the coaches the training video (approx. 20 min)
- **Administer and collect post-tests**

- Provide an additional half-hour of school-specific asthma training. Examples of material to present include: school medication policy, communicating with the school nurse, when to call 911, etc.

☐ **If presenting to other school staff,**

Option 1:

- Contact William Biskupiak (see contact information below) to obtain copies of the “Creating Asthma Friendly Schools in Montana” resource guide
- Obtain pre- and post-tests and the sample PowerPoint presentation from <http://www.dphhs.mt.gov/publichealth/asthma/schoolnurse.shtml>
- Modify the appropriate sample PowerPoint presentation to meet your own needs
- Schedule training time(s), in consultation with participants
- Administer and collect pre-tests
- Give the presentation
- **Administer and collect the post-tests**

or

Option 2:

- Contact William Biskupiak (see contact information below) to obtain copies of the “Creating Asthma Friendly Schools in Montana” resource guide and a DVD of the “Creating Asthma Friendly Schools in Montana” training video
- Obtain pre- and post-tests from <http://asthmamontana.com/school-nurses/>
- Schedule training time(s), in consultation with participants
- Administer and collect pre-tests
- Show the DVD of the “Creating Asthma Friendly Schools in Montana” presentation
- **Administer and collect the post-tests**
- Provide an additional half-hour of school-specific asthma training. Examples of material to present include: school medication policy, communicating with the school nurse, when to call 911, etc.

Report Results:

- ☐ Complete the outcomes report form and return it to William Biskupiak by May 31, 2015.

*Note: Please send **all completed pre and post-tests** to William Biskupiak with your outcomes report form*

For More Information:

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